

CITY OF BROCKTON CONTRIBUTORY RETIREMENT

Job Description

Job Title: Administrative Assistant/Retirement Analyst (CONFIDENTIAL EMPLOYEE)
Department: Retirement
Location: 1322 Belmont Street, Suite 101, Brockton, MA
Hours: Monday through Friday, 8:30-4:30 (*hours subject to change*)
Salary Range: \$60,000 - \$75,000
Reports to: Director
Date: March 2017

SUMMARY:

Maintains accurate retiree payroll database. Assists in coordinating enrollment and participation in active membership and retirement, and the maintenance of accurate annuity database. Processes Public Employee Retirement Administration Commission (PERAC) forms in compliance with Chapter 32, and 840 CMR. Provides information and general benefit guidance to membership in accordance with Chapter 32, and Brockton Retirement Supplemental rules and regulations.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following.

Payroll/Account Payable:

- ☐ Prepare, reconcile, and generate monthly payroll for @ 1,300 retirees, ensuring all accuracy of relevant benefits and withholdings; produce various reports and checks for Treasurer's office
 - ☐ Adjust payrolls annually for Cost of Living Adjustments, and Health Benefit increases/decreases
- ☐ Create and transmit direct deposit file and verify acceptance by financial institution; make necessary direct deposit account changes upon notification from banks
- ☐ Prepare monthly vendor warrant and checks, record transactions in the general ledger
- ☐ Act as procurement agent for non bid purchases
- ☐ Assist in preparation of 1099Rs if required

Benefit Administration:

- ☐ Respond to member/retiree inquiries and provide general guidance regarding benefits. Assist in accurately completing PERAC required forms
- ☐ Communicate with the City Personnel Department to ensure eligibility and proper application of premiums, for Health and Life Insurance.

Record Maintenance:

- ❑ Maintain accurate demographic information in retiree accounts, and member annuity accounts
- ❑ Ensure accuracy of active members' retirement payroll deductions
- ❑ File hard copy information alphabetically
- ❑ Create Disability Records for relevant applications and forward to Board Counsel
 - Communicate effectively with Department Heads and Legal Department to gather workers' compensation and 1-11F information.

(Annual)

- ❑ Audit Group 4 employees, and notify of age limitations per 840 CMR 12.00
- ❑ Maintain accurate schedule, collect revenue, and generate billings as required by C. 32 s. 3(8)(c)
- ❑ Assist Director in maintaining record retention schedules in accordance with the Attorney General's office
- ❑ Assist Director with year-end reports if needed

Other Duties: *(in absentia of other staff members)*

- ❑ Produce retirement estimate calculations per request
- ❑ Calculate and update annuity information regarding make-ups, buybacks, and transfers to and from another system
- ❑ Draft monthly Board agenda and coordinate addenda
- ❑ Additional duties may be assigned as needed

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in the time frame allotted by the Director. The individual must maintain regular and steady attendance. The individual must possess outstanding interpersonal skills, adequate technical and analytical skills, and have proven oral and written communication skills. The individual must maintain a strict level of confidentiality.

EDUCATION and/or EXPERIENCE:

College degree and Chapter 32 experience preferred. High School graduate or GED with five years general office experience required if no post high school education.

LANGUAGE SKILLS:

Ability to communicate technical information to non-technical audiences. Ability to write routine correspondence without supervision.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide using whole numbers, common fractions and decimals.

TECHNICAL SKILLS:

Skilled in applications of Microsoft Office Suite. Familiarity with TACS Retirement Software and PTG preferred, and Microsoft "Publisher" a plus. Ability to operate a ten key adding machine and copy machine. Strong Excel skills preferred.

PHYSICAL DEMANDS and WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must have the ability to reach, move, and lift up to twenty-five pounds.

The noise level in the work environment is usually low to moderate. Professional or business casual dress code is required.

OTHER TESTING/LICENSES REQUIRED:

A Criminal Offender Record Information (CORI) query is required.

The position is open until filled with priority given to applications received by March 31, 2017.

Submit Cover Letter and Résumé via U.S. Post to:

Jeanne Martineau

Executive Director

City of Brockton Retirement Board

1322 Belmont Street, Suite 101

Brockton, MA 02301